



Agenda Item Number: 2006-3-8C

BERNALILLO COUNTY BOARD OF COUNTY COMMISSIONERS

Meeting Date: March 28, 2006

Department: County Clerk **Staff Contact:** Diane Valdez, Image & Records Coordinator
Julie Baca, Deputy County Manager for Community Services

TITLE: Sole Source Award to Tyler Corporation/Eagle Recorder

ACTION: Motion to approve:

1. The sole source procurement award to Tyler Corporation/ Eagle Recorder for the purchase of software upgrades for the Recording and Filing Division.
2. Financial Resolution **FR** **-2006** increasing FY 2006 budget in the amount of \$384,199.

SUMMARY:

The County Clerk requests approval of an expenditure in the amount of \$384,199 from BC48 Recording & Filing Fund for the purpose of upgrading the current Cris+ version software in the Recording and Filing Division to the Eagle Recorder software. The software upgrade will secure future goals in the Clerk's Office to include the following:

1. Black out social security numbers from current and future public record, and public accessibility to such records.
2. Attain (on-line only) the purchase of public record copies via Visa and MasterCard. Once established, revenues will significantly be increased to the General fund, as the public will be able to obtain public record copies for a fee, at the convenience of their desktop, thus eliminating having the customer personally visiting the Clerk's office.
3. Automatic Indexing is a feature that will allow data entry technicians to highlight data on recorded documents and paste information into the correct field eliminating typing and possible typographical errors. This will enhance a more efficient workflow and reduce overtime to eliminate the backlog of the verification (proofing) process of recorded documents. The Clerk's office currently records 900 to 1,200 documents a day, ranging from 1 to 20 pages per document.
4. Receipting of monies received and reports will be upgraded for auditing purposes.
5. The Marriage License module will be upgraded by allowing the public accessibility to submit a marriage license application on-line.
6. Eliminate and/streamline some processing steps for Clerk staff in the Recording and Filing Division for a more efficient and accurate workflow.

BC48 funding is established per NMSA 1978, SECTION 14-8-12.2.C, which states that amounts collected from the equipment recording fee shall be deposited into a County Clerk Recording and Filing Fund. This funding can only be expended to rent, purchase, lease or lease-purchase equipment associated with recording, filing, maintaining or reproducing documents in the County Clerk's office and for staff training on office procedures and equipment.

ATTACHMENTS:

1. Proposal from Tyler Corporation/Eagle Recorder Division
2. Financial Resolution **FR -2006**
3. NMSA 1978, Section 14-8-12.2.C

FISCAL IMPACT

The funding of \$384,199 is available in the Recording & Filing Fund account. Funding is in accordance with NMSA 1978, Section 14-8-12.2 regulations. Currently, actual monthly recording and filing revenues are exceeding projected revenues.

Projected Visa/MasterCard revenues for on-line copy purchases will increase, as this service becomes known to the public. All fees to obtain public record copies will be paid by the consumer.

STAFF ANALYSIS SUMMARY

COUNTY MANAGER

The software upgrade will secure future goals in the Clerk's Office and take customer service to another level for County residents. Funding is available from the record and filing fund. I recommend approval. TL 3/15/06

DEPUTY COUNTY MANAGER FOR COMMUNITY SERVICES

I recommend the Board approve both the sole source procurement for the contract award to Tyler Corporation/Eagle Recorder and the Financial Resolution to increase the Clerk's budget for the purchase and installation of the software upgrades for the Recording and Filing Division. The software upgrades will not only enhance and upgrade the software applications for the current Chris+ version software, but will greatly enhance the efficiency and effectiveness of the Recording and Filing Division. JMB 03/14/06

LEGAL

No comment is required for financial resolutions. The Legal Department will review any contracts related to this procurement. JSL 03/13/06

FINANCE

Budget	Approval of the Financial Resolution will increase the budget in the clerk's Recording and Filing fund (BC48) of \$384,199, which will allow for the upgrading the current Cris+ version software in the Recording and Filing Division to the Eagle Recorder software. Funds to support this budget increase are available in the clerk's Recording and Filing Fee cash reserves. Maria Zuniga, Financial Projects Coordinator 3/9/06
Purchasing	Sole Source meets procurement requirements. B Henderson Senior Buyer 3/3/06
Contracts	CCN number will be assigned upon execution of contract. Bob Henderson, Senior Buyer 3/3/06
Risk Management	No comment required. David A. Baca, Risk Management Administrator 3/6/06

ELECTED OFFICIAL/OTHERS

Information Technology

The Information Technology Department endorses the acquisition of the Eagle Recorder Software upgrade. The department will work closely with the Clerks staff to install, test and implement the upgrade. PR 3/9/2006